

18 NOV 1981

DD/A REGISTRY

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MEMORANDUM FOR: Executive Secretary  
Suggestion and Achievement Awards Committee  
Office of Personnel

STAT FROM:

[REDACTED]  
Deputy Director for Administration

SUBJECT: Employee Suggestion Regarding Control of  
Conference Rooms

REFERENCE: Form 610 to DDA from ES/SAAC, dtd 9 Nov 91

1. Per your request, I have reviewed the employee suggestion regarding centralized control of conference rooms. While the suggestion has, on surface, some merit, constantly changing requirements for conference space as well as the relocation of components inside and outside the Headquarters building and time-critical "exclusive use" considerations would require at least one full-time employee to manage this effort with the aid of a computer-assisted program. There are no resources available to support this effort on a centralized basis.

2. We have received few complaints concerning the current decentralized system for the utilization of conference space. It appears to be meeting the needs of most components and does not require resources dedicated solely for that effort. As you may be aware, components controlling conference rooms usually have assigned this task as a collateral task for an employee whose principal duties are in the secretarial field. In return for this effort, the component that houses the conference space has priority usage in most instances. This system has worked quite effectively, and I believe that any attempt at centralization would evoke an adverse reaction by many Agency components.

3. In light of the above, I believe that the effectiveness of the current procedures outweighs the relative merits of a centralized system. Please thank the employee for his thoughtful suggestion and concern for the effective utilization of space and resources.

## Distribution:

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EO/DDA [REDACTED] ba(17Nov81)

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CLASSIFICATION

## EVALUATION REPORT

TO: Executive Secretary Suggestion and Achievement  
Awards Committee

SUGGESTION NO.

81-322

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion and Achievement Awards Committee in making a final determination of the merits of this proposal. Retain third copy. SEE REVERSE SIDE, THIRD COPY FOR ADDED GUIDANCE.

1. ACTION RECOMMENDED ☐ ADOPT ☐ DATE IMPLEMENTED \_\_\_\_\_ ☐ DECLINE ☒ OTHER (Specify)

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

The attached employee suggestion concerning the centralized control of conference rooms is not a unique idea. A similar suggestion dealing with the computerized booking of conference rooms to eliminate wasted time was submitted in October of last year. The Office of Logistics posed no objection to the suggested computerized booking system, provided a focal point office could be identified, computer time allocated, and a program and operator made available. To our knowledge an appropriate focal point has never been named; consequently, the suggestion has never been implemented.

In the past, the Architectural Design Staff (ADS) of the Office of Logistics has periodically provided manually prepared listings of conference rooms to potential users, only to learn that some of the rooms are no longer used as conference rooms or are in constant use by the controlling component. This has generated complaints from some components, and they have requested that their rooms not be included in such a listing. Obviously this fact must be taken into consideration.

The Office of Logistics does not currently have the resources available to serve as the focal point for the centralized booking of conference rooms. However, if an appropriate focal point is identified elsewhere in the Agency, ADS can provide the information they currently have available on conference rooms, e.g., location, size, and contact office.

The suggestor should be thanked for the interest shown in improving the utilization of space and man-hours and for the contribution made to the employee suggestion program.

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3. TANGIBLE FIRST-YEAR SAVINGS (Hours, salary costs and rates, material, equipment, etc. saved.) (Attach a separate sheet if necessary.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy) (Specify "Value of Benefit" and "Extent of Application", explaining reasons to justify your appraisal).

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

STATINTL

2 NOV 1981

Internal Suggestions Awards Panel

DATE

CONCURRENCE OF DIRECTORATE COMMITTEE MEMBER OR PROGRAM COORDINATOR

E OR SUBJECT OF SUGGESTION

Centralized Control of Conference Rooms

SUGGESTION NO.

81-322

ENT METHOD

Because of the shortage of office space at CIA Headquarters, the number of conference rooms has been dwindling while the demand for them has remained steady or even risen. The current method of locating and reserving available conference rooms is out of date--a relic of bygone days when conference rooms were plentiful--and results in both inefficient use of the rooms that are available and unnecessary work and frustration for those trying to reserve a conference room.

Conference rooms are currently the "property" of individual offices and are operated at the discretion of the "owner." If the "owner" does not plan to use his  
(continued on attached)

GEST

I suggest that all conference rooms be controlled by a central office such as the Office of Logistics or the Chief Receptionist. Individuals wishing to reserve a conference room should be required to give the length of the meeting, approximate number of participants, and type of meeting, i.e., staff meeting, briefing, interagency meeting, etc. This information would permit the central office to prioritize the requirement and place the meeting in a room of suitable size.

NTAGES Improved utilization of space and man-hours.

- Less time spent by secretaries and others on the phone searching for room(s). (My office alone reserved approximately 150 conference rooms for all-day meetings in 1980.)
- Conference rooms currently in use for only one or two hours a day could be in use for most of the day.
- Small groups could be booked into appropriate size rooms making large rooms available for large groups.
- Prevent "bumping" of groups from a room at the last minute.

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(9)USE PREVIOUS  
EDITIONS

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CLASSIFY AS APPROPRIATE

☐ DCL ☐ RVW \_\_\_\_\_  
DRV \_\_\_\_\_ BY \_\_\_\_\_

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